

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH

FACT SHEET

**REQUEST APPROVAL TO ENTER INTO A SOLE SOURCE CONSULTANT
SERVICES AGREEMENT WITH PUBLIC HEALTH FOUNDATION
ENTERPRISES, INC., FOR FISCAL YEARS 2008-09 AND 2009-10
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to enter into a Consultant Services Agreement with Public Health Foundation Enterprises, Inc., to develop a comprehensive Countywide Family Assistance Center Implementation Plan to respond to major disasters.

REQUEST

Approve and authorize the Director of Mental Health, or his designee, to prepare, sign, and execute a sole source Consultant Services Agreement (Agreement), substantially similar to Attachment I, with Public Health Foundation Enterprises, Inc., (PHFE) to develop a comprehensive Family Assistance Center (FAC) Implementation Plan. The total compensation amount (TCA) is not to exceed \$350,000 for Fiscal Years (FY) 2008-09 and 2009-10, fully funded by Intrafund Transfer from the Chief Executive Office (CEO) for the State Homeland Security Grant Program (SHSGP). The term of the Agreement will begin upon Board approval and extend through April 30, 2010.

Delegate authority to the Director of Mental Health, or his designee, to perform reasonable and necessary actions, including adjustments to the grant timeline or the statement of work, to effectuate the purposes of the Agreement within the limits of the provided funding, subject to review and approval by County Counsel and the CEO and notification of the Board offices.

PURPOSE/JUSTIFICATION

Board approval of the recommended actions will allow Department of Mental Health (DMH) to contract with PHFE for the development of a comprehensive FAC Implementation Plan that will provide a framework for managing FACs and enhance the County's capabilities to respond to major disasters. The Plan will address the development of FACs at critical sites throughout Los Angeles County to respond to large scale incidents including earthquakes and bio-terrorism as well as for smaller, more localized incidents such as train derailments or shootings. The County's long-standing commitment to emergency management planning plays a significant role in

resource coordination for victims and their families. The FAC Implementation Plan will ensure that special considerations are given to the identification of plan activation requirements, maximum/minimum services offered based on incident size and availability of resources, clear delineation of roles and responsibilities of each agency/organization, treatment and accommodation of special populations, coordination of investigatory services, and information management.

DMH will contract with PHFE for the following deliverables: 1) identifying stakeholders and organizing, facilitating, and documenting stakeholder planning meetings; 2) development of FAC Implementation Plan; 3) development of an operational manual; 4) identification of sites for FACs, including space and floor plans; 5) implementation of a table top exercise and seminar/demonstration with DMH and stakeholders; and 6) conducting after-action conference and presentation of the final FAC Implementation Plan.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Experts in many fields including emergency preparedness, medical and mental health, and victim assistance have recommended that the County establish FACs to assist in responding to disasters. FACs will be organized sites where representatives of multiple agencies provide prescribed functions and services to families and other community members impacted by the disaster. Local government agencies, civilian workers, and/or volunteers will staff FACs. They will serve as communication centers that provide information on resources and referral services, and a central location where family members may receive supportive services, register missing loved ones and provide data for identification purposes. FACs will provide mental health services and some healthcare for family members of the wounded and/or deceased as well as for disaster and morgue operations personnel. Other essential services may include but are not limited to:

- Resource and referral;
- Crisis counseling assistance: referral and coordination for crisis counseling provided through collaboration of DMH directly operated clinics and contract providers;
- Ante-mortem Information: collect, manage, and organize ante-mortem data which may consist of medical information, x-rays, or deoxyribonucleic acid (DNA) samples provided by families to assist the Department of Coroner in identifying remains;
- Spiritual care;
- Information exchange;
- Victim identification process;

- Victim injury/Death notification;
- Coordination of disaster site visits and memorial services; and
- Other support services including: food, lodging, clothing, transportation, first aid, medication, financial services, legal services, advocacy services, interpreter services, crime victims services, and child care.

DMH will require that PHFE be responsive and flexible to the emerging needs of this project. PHFE will be required to produce and submit a formal Project Management Plan for each of the above deliverables. The DMH Project Director, after consultation with the PHFE-identified stakeholders, will authorize execution of each Plan.

All work performed will be required to conform to Los Angeles County Standards and Practices for Strategic Planning. In addition, all work performed will be compliant with the National Response Framework, the National Incident Management System, the California Standardized Emergency Management System, the Incident Command System, and compliant with the existing Los Angeles County Office of Emergency Management Disaster policies. As a best practice, training and exercises will be developed in compliance with the Homeland Security Exercise and Evaluation Program.

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Approved By:

DMH Program – Tony Beliz
DMH Contracts – Larry Quan
Chief Executive Officer – James Sokalski
County Counsel – Stephanie Anaya-Sernett